The Grey Matter Group

eAssessment and evidence portfolio

User Guide

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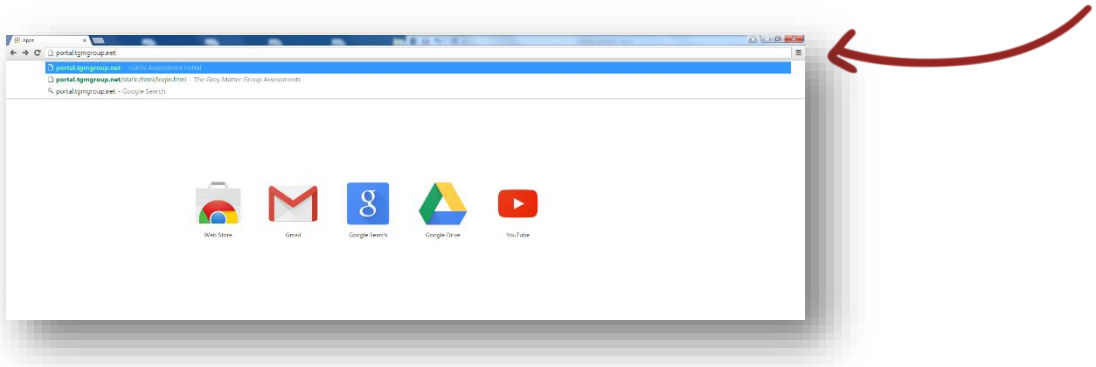
Accessing the website

Firstly, you need to be connected to the internet and you will need to open a web browser. You can do this using a computer, laptop, tablet or smart phone. Click on one of the icons below:

Please type the URL into the address bar at the top of the page E.g.:



Logging in

Enter your username, password, and click on the **Login** button.

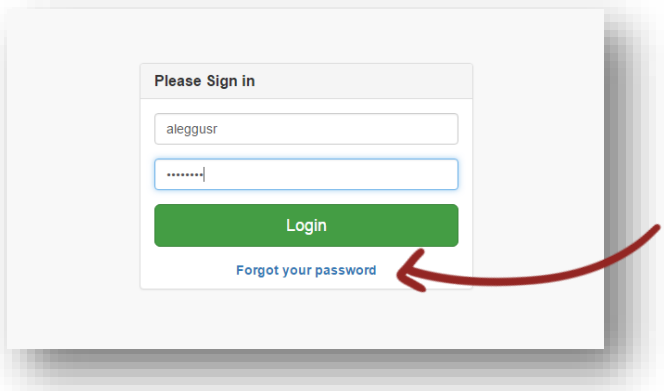
You should not let anyone else login with your details or use your account.

Forgot your password?

Oops! Just click on **Forgot your password**.

Common login challenges:

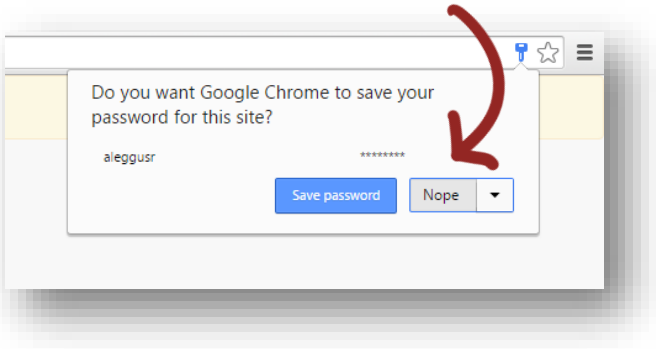
- First letters automatically capitalising on Apple products.
- Passwords being case-sensitive.



Saving your password

If you are asked “Do you want to save your password for this site?” It is recommended you click on the **Nope** button on a shared computer.

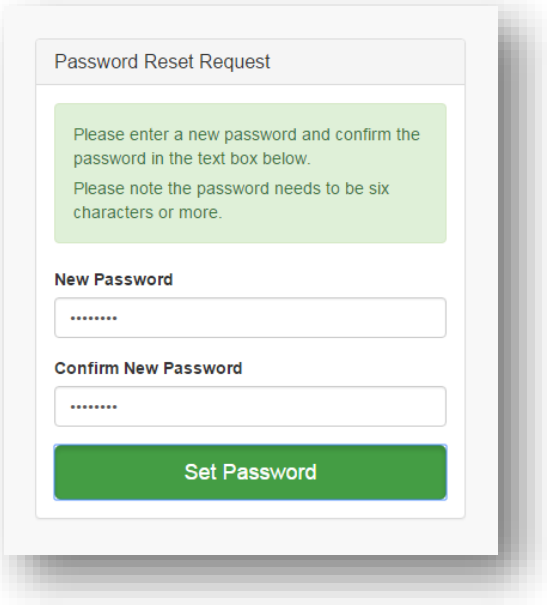
Warning! Do not click on the **Save password** button before you confirm your new password at the next step.



Confirming your new password

If this is your first time using the assessment system you will be asked to choose a new password. Enter a new password into the first box, and confirm the new password in the second box. Lastly, click on the **Set Password** button.

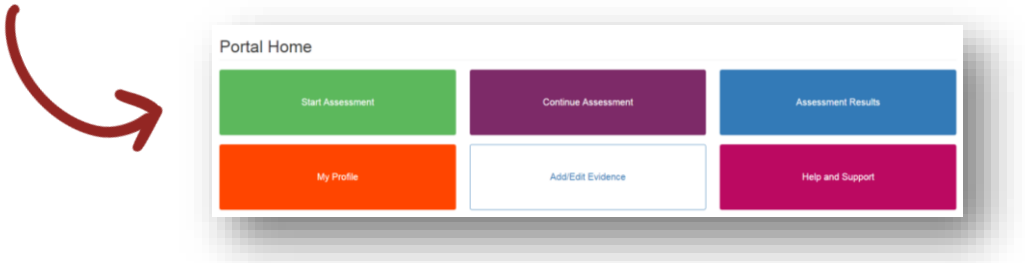
Warning! Your password should be something that only you know and should be kept secure. Please note the password needs to be six characters or more and we would recommend using a combination of letters, numbers and characters!


Password Reset Request
Please enter a new password and confirm the password in the text box below.
Please note the password needs to be six characters or more.
New Password
Confirm New Password
Set Password

Taking an assessment

To begin, click on the green **Start Assessment** button. This is a great place to start, and the other buttons will become clearer once you have taken some assessments.

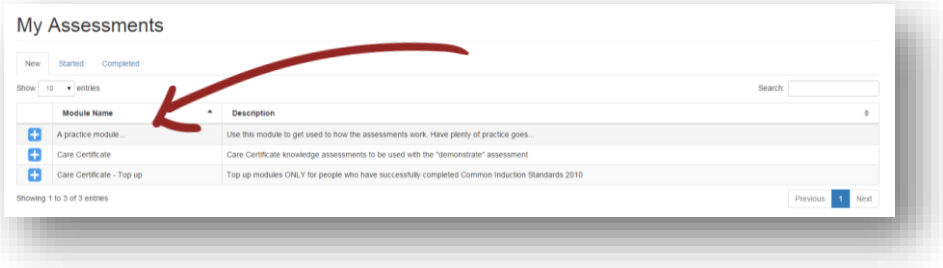
Need help? Just click on the **Help and Support** button for multiple means of support.



Choosing an assessment

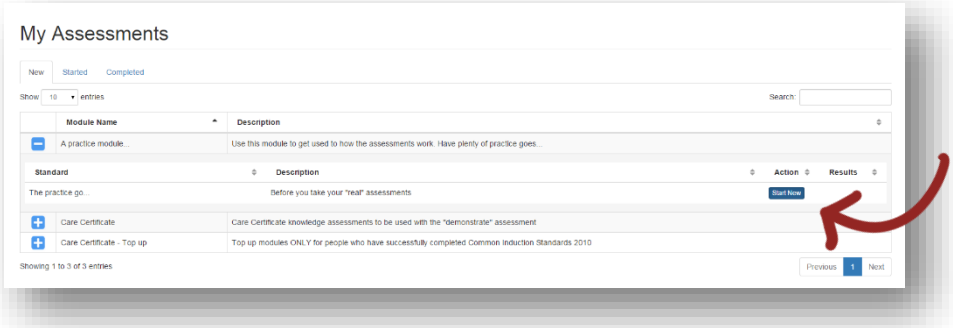
If you are not familiar with this assessment system - begin by taking a practice module.

a. Click on **A practice module**.


My Assessments
New
Started
Completed
Module Name
Description
A practice module...
Use this module to get used to how the assessments work. Have plenty of practice goes...
Care Certificate
Care Certificate knowledge assessments to be used with the "demonstrate" assessment
Care Certificate - Top up
Top up modules ONLY for people who have successfully completed Common Induction Standards 2010

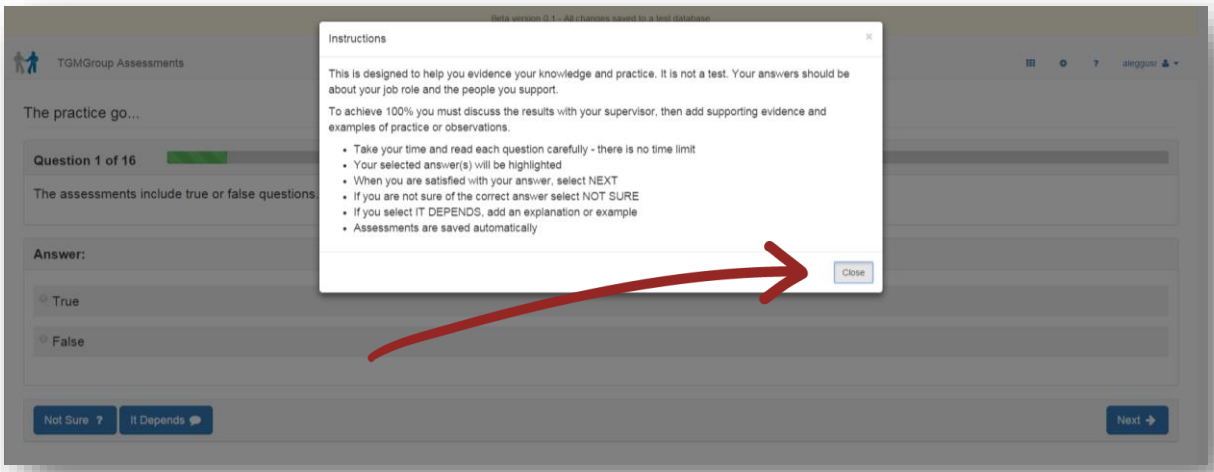
Starting an assessment

a. Click on **Start New**.



Instructions

You will be shown the Instructions. Once you have read these instructions, and you are ready to start, click on the **Close** button.


Instructions
This is designed to help you evidence your knowledge and practice. It is not a test. Your answers should be about your job role and the people you support.
To achieve 100% you must discuss the results with your supervisor, then add supporting evidence and examples of practice or observations.
Take your time and read each question carefully - there is no time limit
Your selected answer(s) will be highlighted
When you are satisfied with your answer, select NEXT
If you are not sure of the correct answer select NOT SURE
If you select IT DEPENDS, add an explanation or example
Assessments are saved automatically
Close
TGMGroup Assessments
The practice go...
Question 1 of 16
The assessments include true or false questions...
Answer:
True
False
Not Sure
It Depends
Next

Types of questions, answers and tips

During the assessment you will see different types of questions, and each assessment you take will always be different. The question is in the top half of the page and answers to choose from underneath. You should read the question and answers carefully, and then select your answer(s) by clicking on the tick box or, text of the answer.

A bit of advice… You can change your mind as many times as you like before you click the Next Button, simply by clicking on any of the answers again.

Overview of a typical assessment page

a. The green progress indicator at the top shows your progress through the assessment.

b. Click on the **Not Sure** button when you are not sure, as it is better to discuss the outcome with your supervisor than to guess the answer.

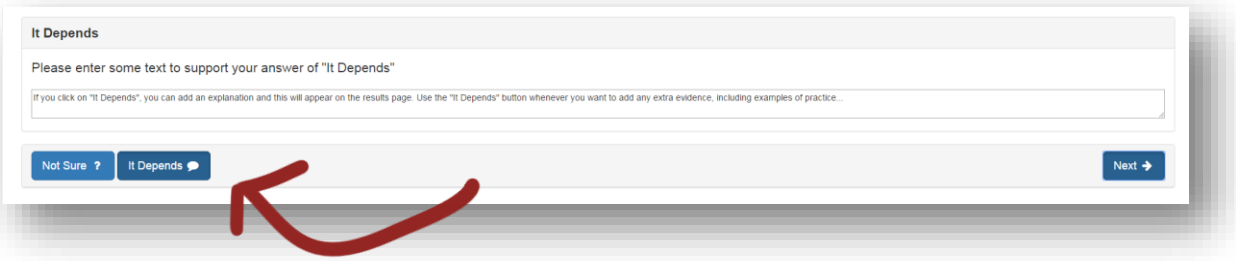
c. Click on the **It Depends** button to add an explanation or justification to your answer.

d. Click on the **Next** button when you are ready to move on to the next question.

It Depends button

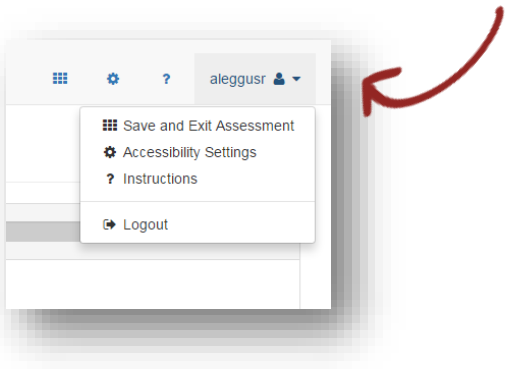
By clicking on the **It Depends** button you can add explanations, examples of practice and any additional supporting evidence. Once you have added your statement click on the **Next** button to move on to the next question.

Note: It Depends will enable you to generate lots of evidence very quickly, which your manager can use in supervision to evidence your knowledge and understanding. If you are undertaking a qualifications this is a really effective way to generate lots of evidence which can save you repeating the process in the future.


It Depends
Please enter some text to support your answer of "It Depends"
If you click on "It Depends", you can add an explanation and this will appear on the results page. Use the "It Depends" button whenever you want to add any extra evidence, including examples of practice...
Not Sure ?
It Depends
Next

Assessment options

At the top right of the assessment you can click on your name to display a list of options.



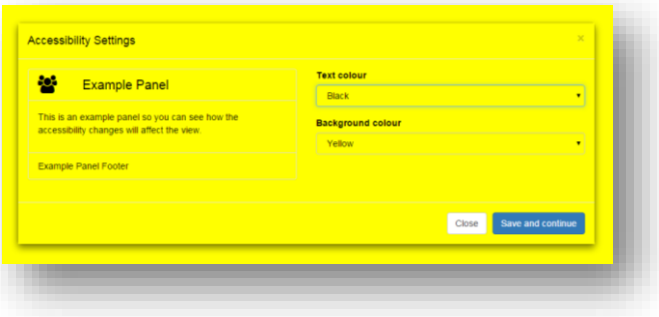
a. Save and Exit Assessment

Click on the **Save and Exit Assessment** button to save the assessment and redirect yourself to the home page.

If you forget - no need to worry! The assessments save automatically.

b. Accessibility Settings

Click on the **Accessibility Settings** button to open up a page that will enable you to change the appearance of your assessments. Below, the **Text colour** and **Background colour** have been changed to work well for some people who have Dyslexia. But there are many other settings as well. If you click the **Save and continue** button, the settings will be remembered for future assessments.

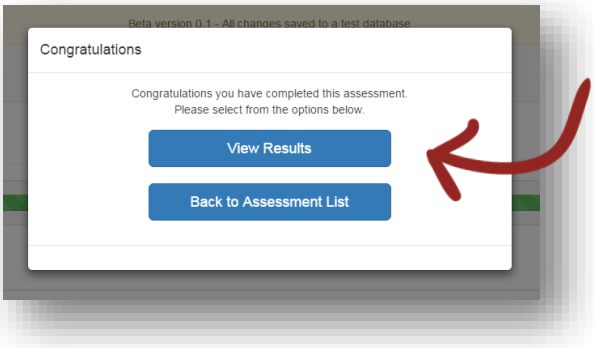


c. Instructions

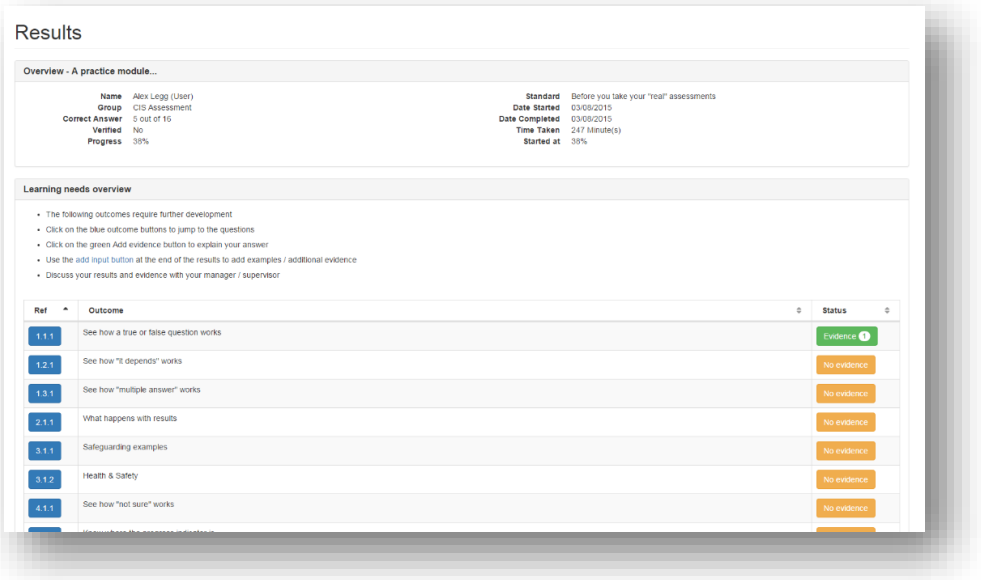
You can click on the **Instructions** button to re-open the same instructions page you saw at the beginning of the assessment.

Completing an assessment

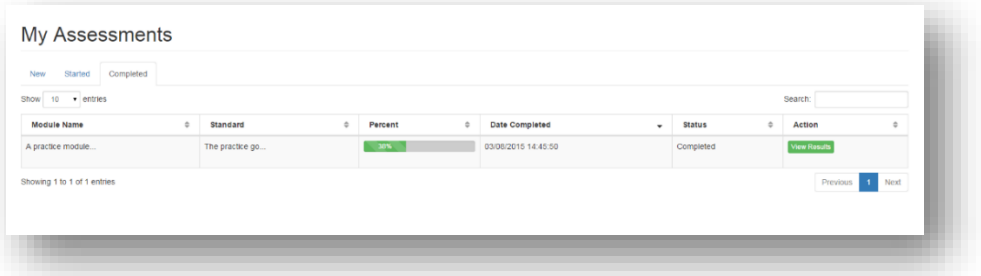
Once you complete the final question and click **Next**, the following page will open and allow you to click on the **View Results** or go **Back to Assessment List** button. For the purposes of this guide, we will click **View results**.


Beta version 0.1 - All changes saved to a test database
Congratulations
Congratulations you have completed this assessment.
Please select from the options below.
View Results
Back to Assessment List

a. View Results

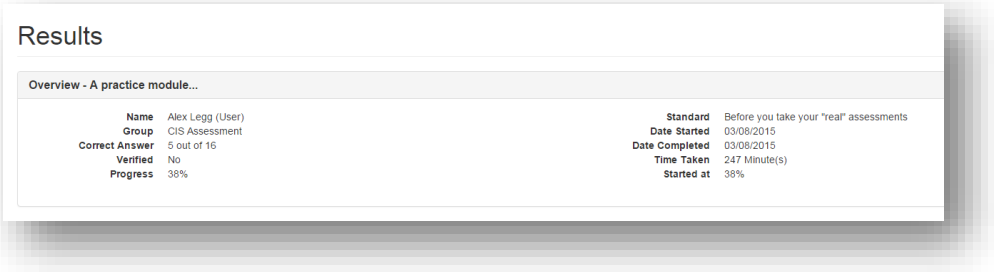

Results
Overview - A practice module...
Name Alex Legg (User)
Group CIS Assessment
Correct Answer 5 out of 16
Verified No
Progress 38%
Standard Before you take your "real" assessments
Date Started 03/08/2015
Date Completed 03/08/2015
Time Taken 247 Minute(s)
Started at 38%
Learning needs overview
The following outcomes require further development
Click on the blue outcome buttons to jump to the questions
Click on the green Add evidence button to explain your answer
Use the add input button at the end of the results to add examples / additional evidence
Discuss your results and evidence with your manager / supervisor
Ref
Outcome
Status
1.1.1 See how a true or false question works Evidence
1.2.1 See how "It depends" works No evidence
1.3.1 See how "multiple answer" works No evidence
2.1.1 What happens with results No evidence
3.1.1 Safeguarding examples No evidence
3.1.2 Health & Safety No evidence
4.1.1 See how "not sure" works No evidence

b. Back to Assessment List



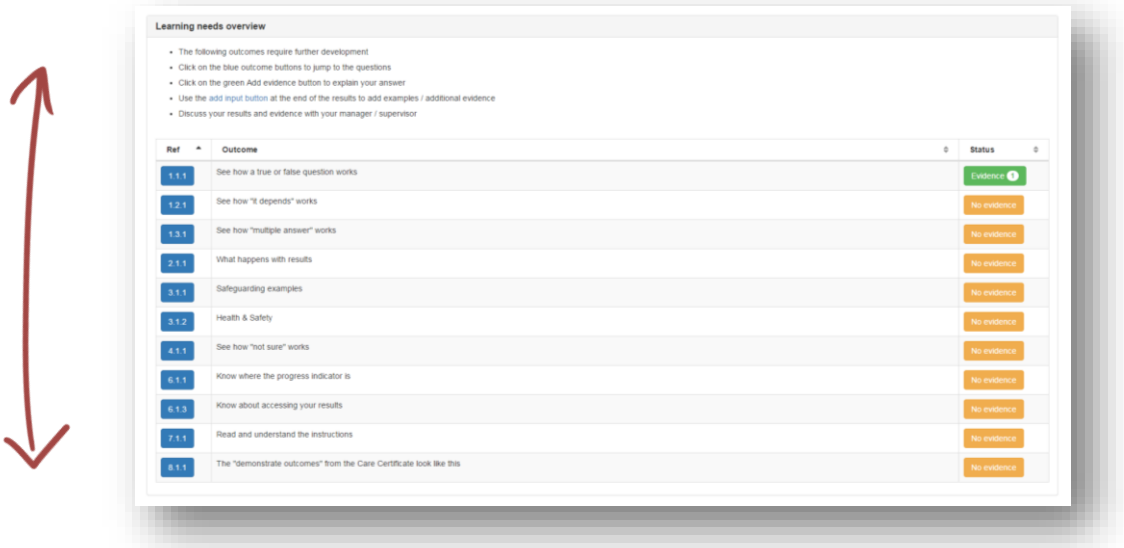
Results details

The top of your results page should look like this and will include your details.



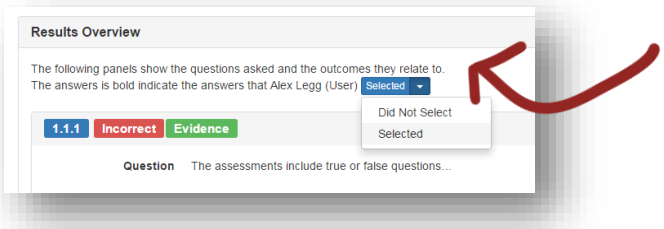
Learning needs overview

Your Learning needs (based on incorrect answers) are displayed at the top of the page. When you and your manager add evidence this section will update automatically.


Learning needs overview
The following outcomes require further development
Click on the blue outcome buttons to jump to the questions
Click on the green Add evidence button to explain your answer
Use the add input button at the end of the results to add examples / additional evidence
Discuss your results and evidence with your manager / supervisor
Ref
Outcome
Status
1.1.1 See how a true or false question works Evidence
1.2.1 See how "it depends" works No evidence
1.3.1 See how "multiple answer" works No evidence
2.1.1 What happens with results No evidence
3.1.1 Safeguarding examples No evidence
3.1.2 Health & Safety No evidence
4.1.1 See how "not sure" works No evidence
6.1.1 Know where the progress indicator is No evidence
6.1.3 Know about accessing your results No evidence
7.1.1 Read and understand the instructions No evidence
8.1.1 The "demonstrate outcomes" from the Care Certificate look like this No evidence

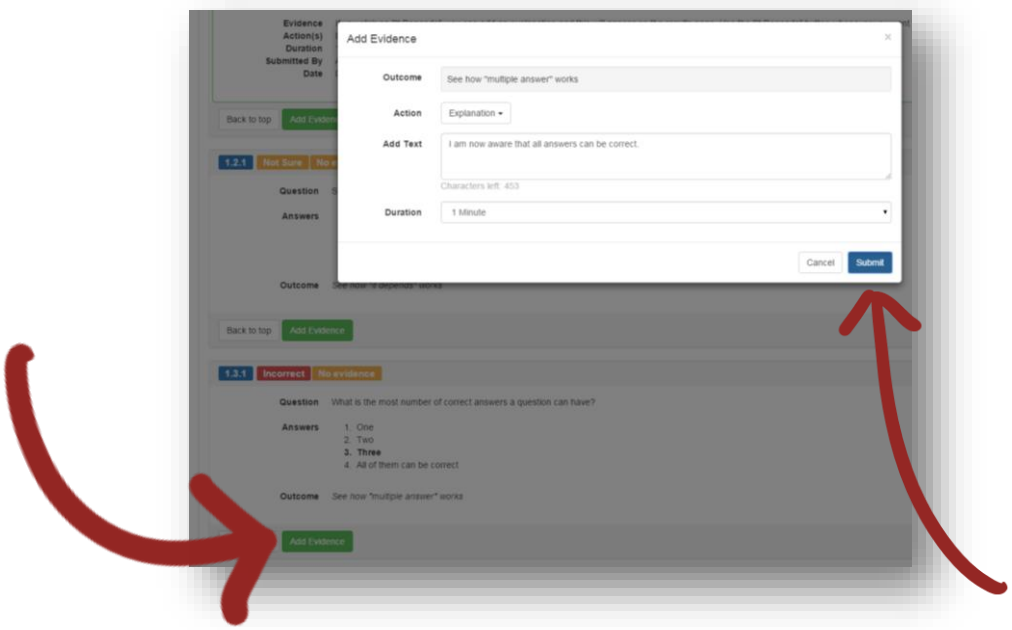
Highlighting answers the user has or has not selected

You can choose whether to highlight the answers you selected or the answers that you did not select when you took the assessment.



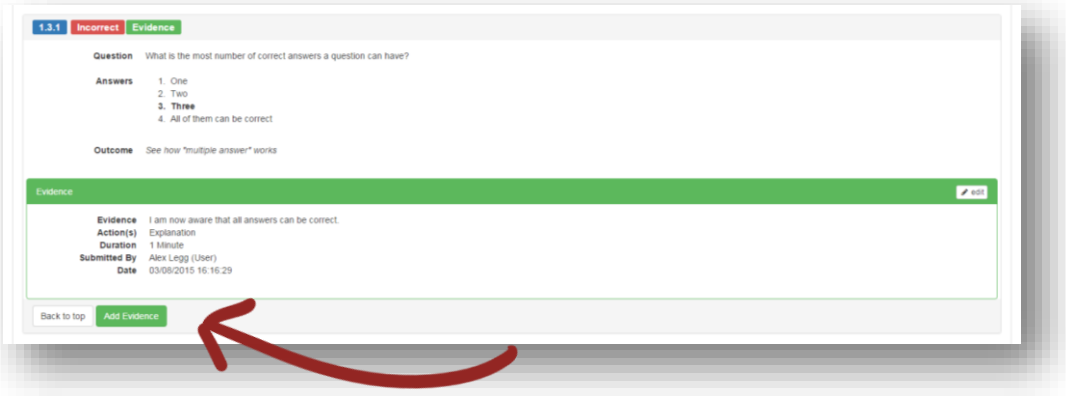
Adding evidence

It is essential that you use the **Add Evidence** button to add evidence, examples of practice and record the conversations you have with your manager in supervision. Once you are happy with your evidence, click on the **Submit** button.



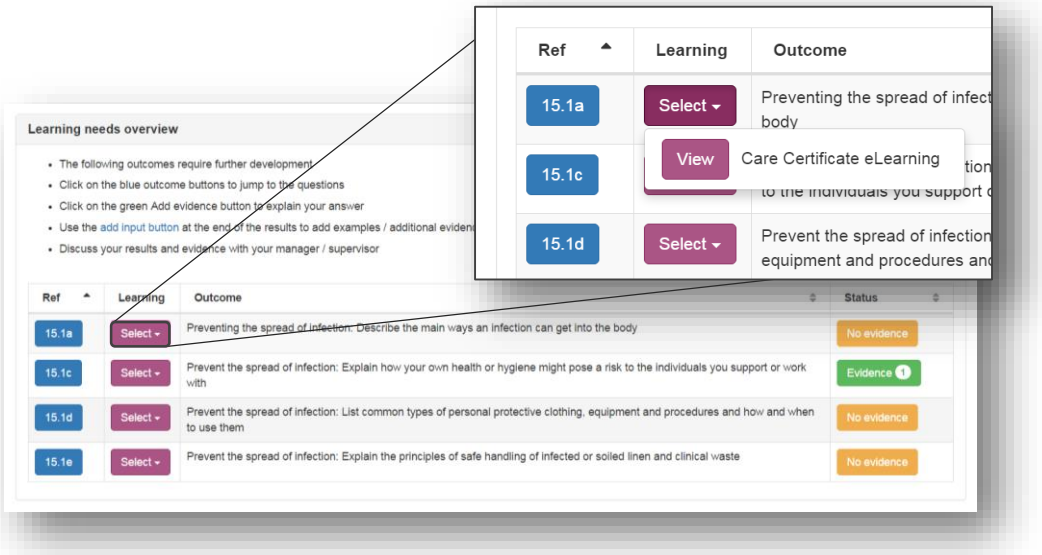
Adding more evidence

You can always come back to your evidence and add more at any point. You can add evidence multiple times to build on-going evidence. Each time you add evidence the system will automatically add your name and the date to each piece of evidence.

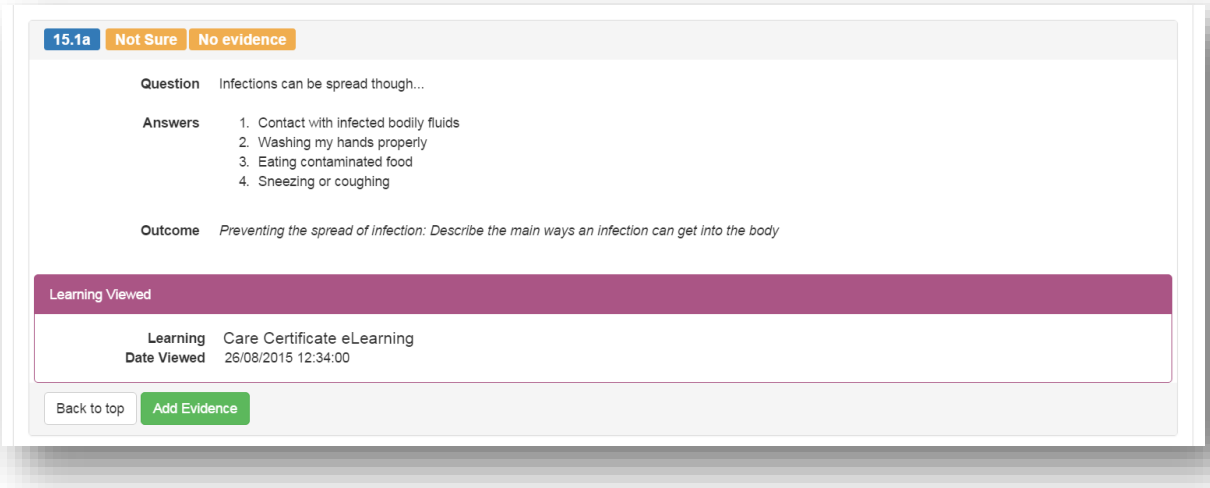


Learning Links

You can select a learning link to undertake a piece of learning for the outcome you did not answer correctly. Your links will depend on the learning resources your organisation has available to them.

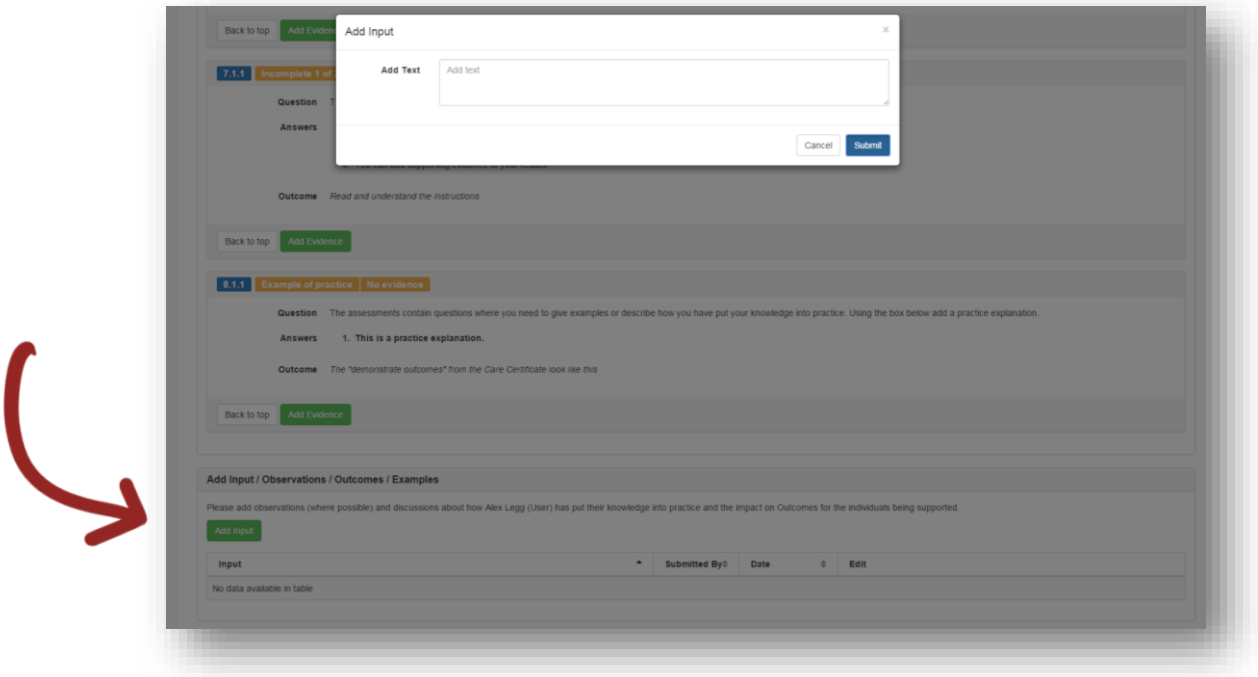

Ref
Learning
Outcome
15.1a
Select
Preventing the spread of infect
body
View
Care Certificate eLearning
15.1c
15.1d
Select
Prevent the spread of infection
equipment and procedures an
Learning needs overview
The following outcomes require further development
Click on the blue outcome buttons to jump to the questions
Click on the green Add evidence button to explain your answer
Use the add input button at the end of the results to add examples / additional eviden
Discuss your results and evidence with your manager / supervisor
Ref
Learning
Outcome
Status
15.1a
Select
Preventing the spread of infection: Describe the main ways an infection can get into the body
No evidence
15.1c
Select
Prevent the spread of infection: Explain how your own health or hygiene might pose a risk to the individuals you support or work with
Evidence 1
15.1d
Select
Prevent the spread of infection: List common types of personal protective clothing, equipment and procedures and how and when to use them
No evidence
15.1e
Select
Prevent the spread of infection: Explain the principles of safe handling of infected or soiled linen and clinical waste
No evidence

Once you have undertaken the learning, you can come back to your results and add evidence to demonstrate what you have learnt and to explain how you would answer the question differently.



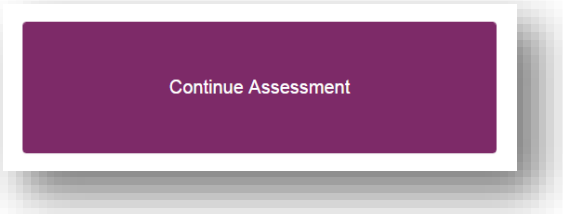
Add Input button

At the bottom of the results page you can click on the **Add Input** button to add evidence and examples of practice and your manager should add their observations of your practice.


Add Input
Add Text
Add text
Cancel
Submit
Outcome
Read and understand the instructions
Back to top
Add Evidence
8.1.1
Example of practice
No evidence
Question
The assessments contain questions where you need to give examples or describe how you have put your knowledge into practice. Using the box below add a practice explanation.
Answers
1. This is a practice explanation.
Outcome
The "demonstrate outcomes" from the Care Certificate look like this
Back to top
Add Evidence
Add Input / Observations / Outcomes / Examples
Please add observations (where possible) and discussions about how Alex Legg (User) has put their knowledge into practice and the impact on Outcomes for the individuals being supported.
Add Input
Input
Submitted By
Date
Edit
No data available in table

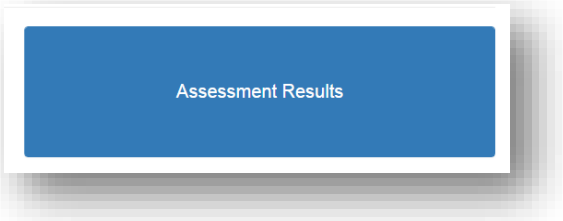
Continuing an assessment

From the home page you are able to continue an assessment by clicking on the **Continue Assessment** button.



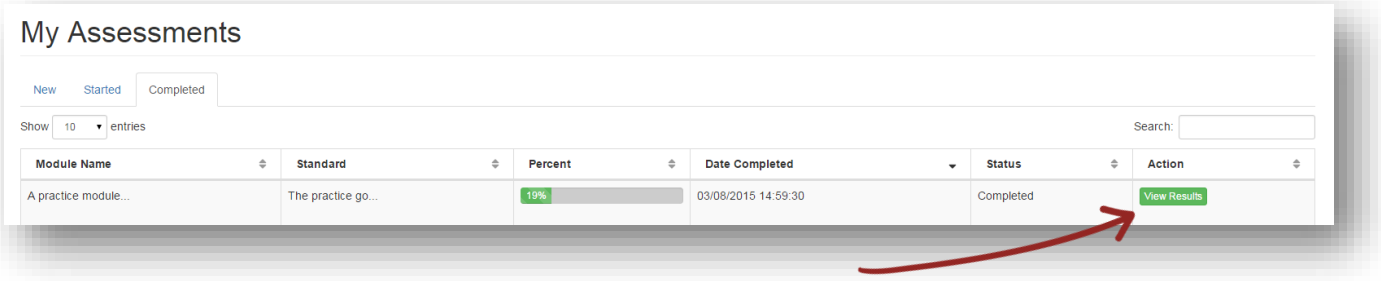
Assessment Results

From the home page you are able to look at your assessment results. Firstly, click on the blue **Assessment Results** button.



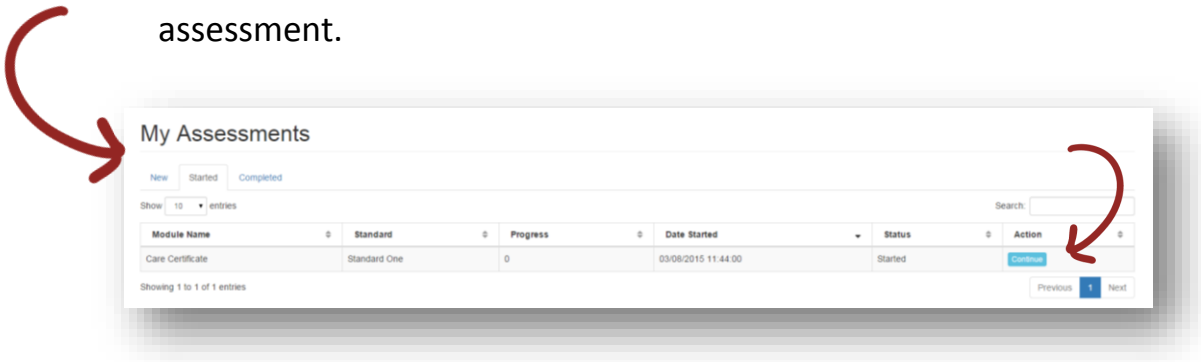
a. Viewing completed assessment results

You will now be able to see information on your completed assessments, and from here can view your results.



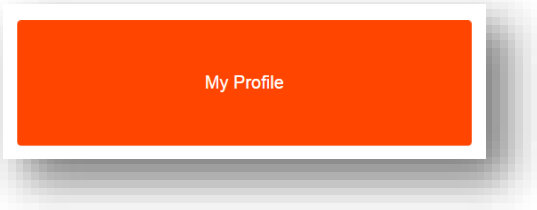
b. Continuing started assessment results

By clicking on the **Started** button you will find some information on the assessments you have already started. You will be able to continue the assessment.



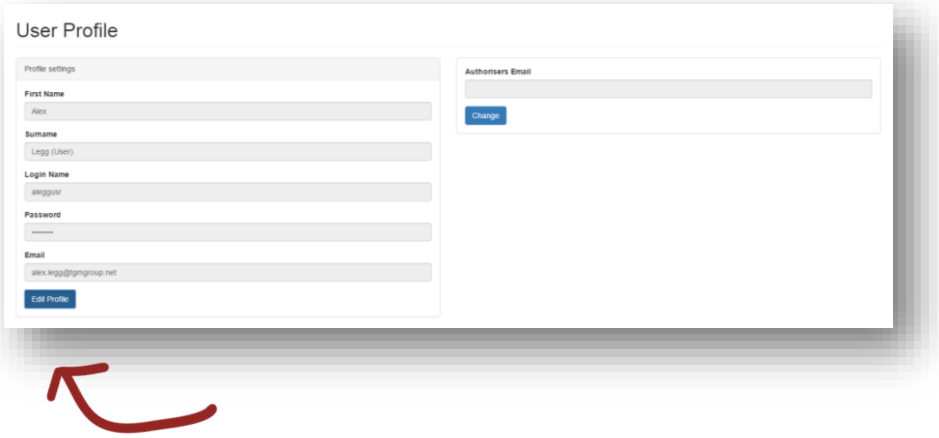
My Profile

Clicking the orange **My Profile** button on the home page will take you to a page that will allow you to change your password.



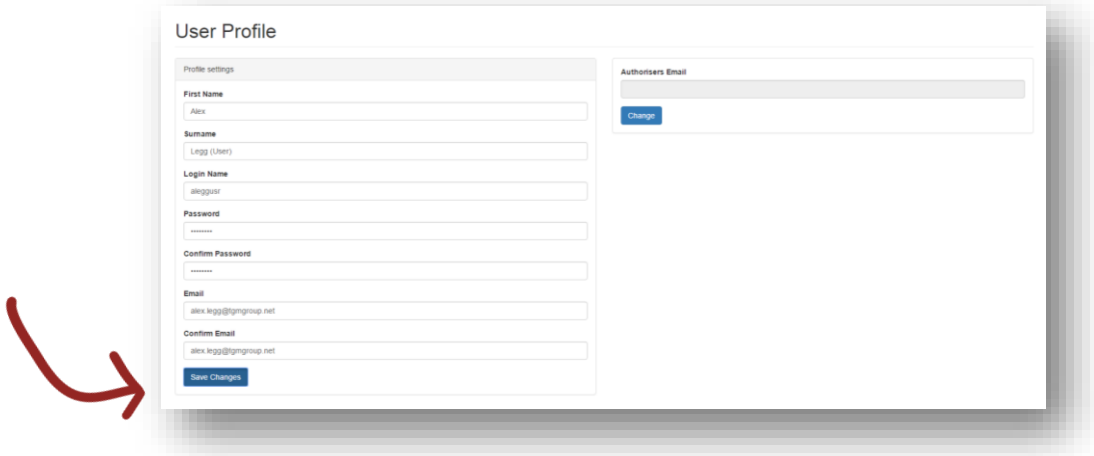
Edit Profile

You will now see the following page, click on the **Edit Profile** button.



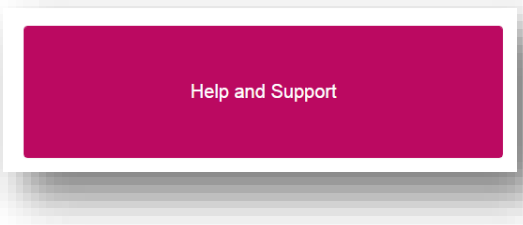
Changing password

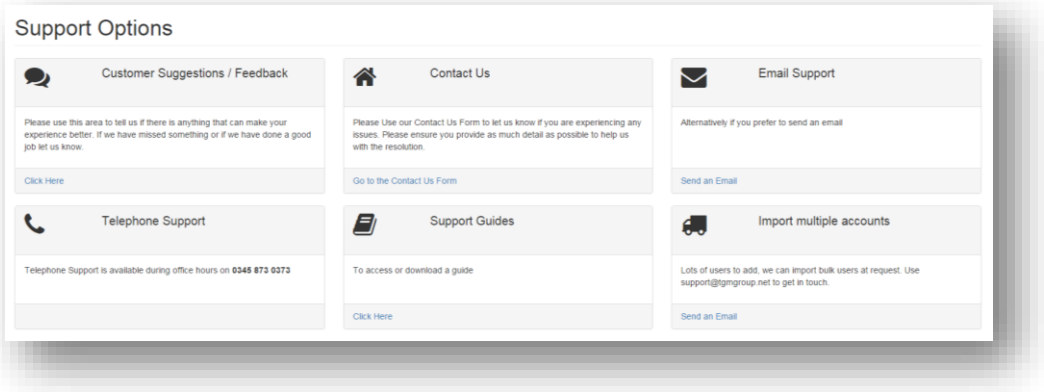
From here you are able to change your password, you will need to also confirm it. Then click on the **Save changes** button.



Help and Support

Clicking the **Help and Support** button on the home page will take you to a page that has many options in acquiring help and support.

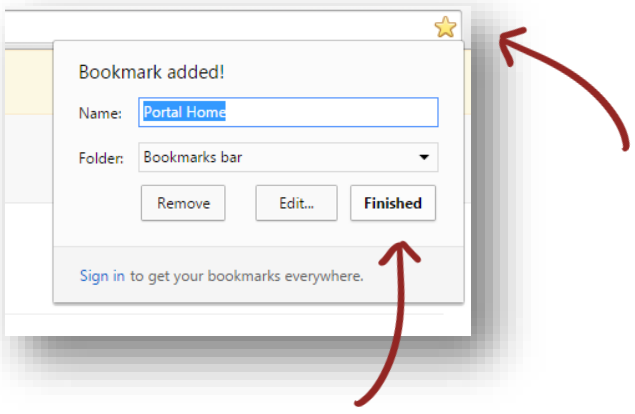



Support Options
Customer Suggestions / Feedback
Please use this area to tell us if there is anything that can make your experience better. If we have missed something or if we have done a good job let us know.
Click Here
Contact Us
Please Use our Contact Us Form to let us know if you are experiencing any issues. Please ensure you provide as much detail as possible to help us with the resolution.
Go to the Contact Us Form
Email Support
Alternatively if you prefer to send an email
Send an Email
Telephone Support
Telephone Support is available during office hours on 0345 873 0373
Support Guides
To access or download a guide
Click Here
Import multiple accounts
Lots of users to add, we can import bulk users at request. Use support@tgmgroup.net to get in touch.
Send an Email

Bookmarking

You may find bookmarking the website useful in avoiding having to type the website address in every time, you could also add a short cut to your home screen. If you require any assistance with this, please don't hesitate to call the support team.

a. To bookmark in Google Chrome click on the star in the top right corner of the browser and click on the **Finished** button. The process is similar for most browsers.



Mobile devices

If you are using a mobile (handheld) device. This could be a phone or tablet of varying sizes. You will notice the website looks a bit different. This is because it has changed to fit the size and shape of your device.

You can scroll through the coloured boxes and when you click on one of these, it will work the same as on a larger screen as described in this guide.

You will see a square box with lines on it at the top and by clicking this you can see the same menu items you would see on a larger screen.